

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: August 27, 2021

Closing Date: September 3, 2021

LEGAL ADMINISTRATIVE SPECIALIST

**Criminal Division, Domestic Violence Unit
New Castle County**

Job Responsibilities and Duties:

This Administrative Specialist provides secretarial support to Deputy Attorneys General in the Criminal Division, Domestic Violence Unit in New Castle County. This Administrative Specialist creates files, runs criminal record checks, types petitions, informations, and indictments. Runs and requests police reports, prepares correspondence drafting for attorneys. Closes files and collates and manages weekly calendars. This Administrative Specialist prepares other legal correspondence and briefs, coordinates scheduling, files documents and manages a high volume of telephone calls from victims/witnesses and the public including telephone requests from the Court. This position is part of a phone coverage rotation for main Receptionist telephones. Candidate must be able to work efficiently and independently in a fast-paced and high-volume work environment. We are looking for applicants who are self-starters, detail-oriented, well organized and proficient in Microsoft Word and Excel. Must possess excellent spelling, grammar and proofreading skills. Must be able to answer telephones and take accurate messages.

Job Requirements:

This position is part of a career ladder series that incorporates Legal Administrative Specialist levels I, II and III. Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Possession of an Associate's degree or higher.
2. Knowledge of legal terminology.

OR

1. One year of experience in coordinating office activities such as planning/coordinating meetings or conferences; tracking workflow and follow up; composing meeting notes; directing clients/customers; explaining services to the public and customers/clients; establishing or maintaining filing/record systems.
2. One year of experience in document processing which includes reviewing and evaluating records for completeness and conformity with laws, rules, regulations, standards, policies and procedures, resolve deficiencies, interpret information, and track and monitor activities.
3. One year of experience in using standard computer software programs for word processing, spreadsheets or databases.

4. Six months experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.
5. Knowledge of legal terminology.

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, External applicants must submit Resume and the Delaware Department of Justice Application (please see link):
<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR External applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@delaware.gov OR Fax to: 302-577-5866. EOE.